IVES, ANNIE [Office of the Provincial Secretary, Halifax] August-September 1918 (031)

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PROVINCIAL SECRETARY
NOVA SCOTIA

Halifax, N.S., 31st August, 1918.

Dear Sir;-

With the permission of Mr. A.S. Barnstead, Deputy Provincial Secretary, with whom I am a stenographer, I take the liberty to seek employment for a friend of mine, a Miss H. Cooke, now in Toronto, and to whom I am sending a note of introduction to you.

Miss Cooke is a woman of exceptionally fine character and ability, although her appearance in age has been against her in seeking positions- but gray hairs are not always correct indicators- hence in her case, I feel confident, if entrusted, can perform duties that younger ones could not, and I also feel confident she would be most suitable for either Patriotic or Food Control work, and would consider it a favor of great appreciation, both to her and myself, if you can place her.

For your information, may I quote some of her words in a letter to me;-

> "I would very much like a position with the Red Cross or any Government work. I would do investigating for the Red Cross and think perhaps if I had some one to speak for me I could get it; or I could do almost any of the work relating to the management of Hospitals etc. Food etc. The worst of it is nearly all the good positions are given to women under 35. I could have managed the vocational training for Soldiers but was over age. I did investigating 4 years in London, Eng, and Toronto".

PROVINCIAL SECRETARY
NOVA SCOTIA

For further information, I might say that Miss Cooke belongs to Dover, England, and has made a trip across the Ocean since the War. She has done some writing for papers, and I think would be quite capable of taking charge of office correspondence- dictating etc. She is also talented in Art, and further would be valuable re food conservation.

Thanking you for your time, and again stating that anything you can do for her will be highly appreciated.

Yours very truly,

Annie Ives.

Sir.Robert Falconer,

Toronto,Ont.

P.S.

From the above signature, you will know I am from Pictou, and I think can claim some relationship,but when asking this favor of Mr. Barnstead, did not know your name would be given me.

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September 3rd, 1918

Miss Annie Ives,

Office of the Provincial Secretary,

Halifax, N.S.

Dear Miss Ives:

In the absence of Sir Robert Falconer in England I beg to acknowledge the receipt of your letter recommending Miss R. Cooke for a position in the University. So far as I am aware all the clerical posts all filled, but your letter will be kept on file and should any vacancy occur Miss Cooke's name will be brought forward. Also should any inquiry be made for assistance from outside to the President your letter will be on file for such.

Yours very truly,

President's Secretary.

September 11th, 1918

Miss Annie Ives,

Provincial Secretary's Office,

Halifax, N.S.

Dear Madam:

In your letter of August 31st to Sir Robert Falconer you recommended Miss H. Cooke, now in Toronto, but you gave no Toronto address for her. As there is likely to be a vacancy in the Department of Geology for an expert stenographer to assist at the Royal Ontario Museum, I should like to get into touch with Miss Cooke. Professor W. A. Parks wishes the stenographer and perhaps Miss Cooke might call and see him at the Royal Ontario Museum, Bloor Street West, Toronto.

I shall be glad if you will write Miss Cooke or send me her address.

Yours sincerely,

President's Secretary.

CANADIAN PACIFIC R'Y. CO.'S TELEGRAPH

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TELEGRAM

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Miss A.W.Patterson,

Pres Secry..University of Toronto...

Regret miss Cooke not a steenographer.

thanks for consideration writing.

Annie Ives..

525pm.

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Halifax, N.S. Sept. 17th, 1918

Dear Miss Patterson;-

Replying to yours of the 11th inst., re Miss H. Cooke, and following my telegram of this date, I may say that I meant to have written you before to point out that you mis-understood my first letter, as I had not in mind any position in the University, but rather that Sir Robert Falconer might be of assistance to her in securing something along her lines- such as Patriotic or Food Board work; hence you will see that she is not a stenographer. However, I appreciate very much your efforts; and may here say, I only wish I could offer my own services, as I am a stenographer, and know Toronto, and my intentions were to have returned this fall, but am as yet unable to decide, as I expect to go home with my sister for a month, due to illness.

From the above heading you will note that I am not now in the Provincial Secretary's office, as only there for 5 weeks temporary, and am now with this firm as temporary help until the first of October, when I expect to leave the city for my home in Pictou; otherwise, I would be pleased to make application for the position referred to for myself.

Why I did not give Miss Cooke's address in previous letter, was because she shortly expected to change her position, which was then in the Reformatory, King St. West, on the teaching staff, for holiday work. By same mail as your letter, I learn she is still there

and if you care to communicate with her, could get her by 'phone, and she could then explain to you whether or not she is still desirous of a change. I shall also communicate with her, and let her know of your kind offer.

Again thanking you for the interest taken, I am,

Yours faithfully,

Annie Ives

Address;-

147 South Park St.,

Halifax, N.S.